

RFAS Fleet Application Form

This application form relates to companies who wish to become approved fleet operators under the Renewable Fuel Verification Scheme for Fleet Operators (RFAS Fleet). Please refer to the [RFAS Fleet Technical Guidance](#) for further information regarding application process, scheme GHG emissions and sustainability performance criteria, compliance requirements plus overall scheme management. RFAS Fleet enables fleet operators purchasing bulk volumes of renewable fuels from RFAS approved suppliers to allocate renewable fuel across their company's customer base.

All information supplied to Zemo Partnership will be kept confidential.

1.) Company Information

Company: <i>(Registered and trading name)</i>	
Address: <i>(Registered address)</i>	
Company Representative: <i>(Name and position)</i>	
Contact Details: <i>(Email address and phone number)</i>	

a) If the company requires RFAS Fleet approval for multiple legal entities or brands, under one parent company, please provide an explanation of the group structure, along with further details of company names and any commonality in terms of purchasing and using renewable fuels. Do the entities share fuel management systems? Can they be audited from a single location?

2.) General Information

a) Please provide a brief description of your business in relation to the use of renewable fuels. This should include renewable fuel suppliers (see Zemo [Approved Renewable Fuels Supplier List](#)), locations of activities, fuel bunkering arrangements, number of vehicles/NRMM in the fleet and number of vehicles/NRMM running on renewable fuels.

b) The Company is:

- ☐ Purchasing renewable fuel in bulk from an approved RFAS supplier
- ☐ Purchasing renewable fuel from public refuelling stations supplied by an RFAS supplier, using fuel cards (third-party fuel card providers must be RFAS approved)
- ☐ Other, please explain

c) Identify the renewable fuel(s) your company is using:

- | | |
|----------------------------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Renewable diesel, including HVO (Hydrotreated Vegetable Oils) | |
| <input type="checkbox"/> Biodiesel | <input type="checkbox"/> Biopropane |
| <input type="checkbox"/> Compressed Biomethane (bio-CNG) | <input type="checkbox"/> Renewable hydrogen |
| <input type="checkbox"/> Liquified Biomethane (bio-LNG) | <input type="checkbox"/> Others, please specify |

d) Identify any renewable fuel blends that your company is purchasing, if applicable:

3.) RFAS Fleet Allocation Information

The following responses will help the auditor to understand your operations and tailor the sample methodology accordingly. Please read through the RFAS Fleet Technical Guidance and then consider the questions carefully, answering them to the best of your ability.

e) Which allocation methodology best describes your processes? Please tick one or both.

<input type="checkbox"/> Indirect Allocation	<input type="checkbox"/> Direct Allocation
<input checked="" type="checkbox"/> Volumes are allocated irrespective of the vehicles used.	<input checked="" type="checkbox"/> Volumes are allocated to the vehicles in which they are used.
<input checked="" type="checkbox"/> The allocation is based on the renewable fuel used across the fleet operator's overall UK operations.	<input checked="" type="checkbox"/> The allocation is aligned with usage reports per vehicle and per customer, or on the basis of dedicated customer bunkering.

f) What is your preferred period for issuing Fleet GHG Emissions Declarations to your customers:

- ☐ Monthly
☐ Quarterly
☐ Annually
☐ Other (subject to approval from Zemo Partnership), please explain why

g) What is your preferred 12-month allocation accounting period:

- ☐ 1st January – 31st December
☐ 1st April – 31st March
☐ 1st July – 30th June
☐ 1st October – 30th September
☐ No preference
☐ Other, please explain

h) Identify any 'virtual' renewable fuels blends that you plan to offer to your customers, if applicable:

i) What is your preferred methodology for calculating the GHG emissions savings of the renewable fuel used:

- ☐ As described in Appendix G of the RFAS Fleet Technical Guidance (assumes renewable fuel replaces an equivalent volume of the applicable conventional fuel)

☐ Company specific methodology. For example, comparing all renewable fuels to B7 retail diesel and assuming the same energy is required (based on the lower heating value of the fuels). Please provide a description or a worked example in the box below or in a separate document. If provided in a separate document, enter the document name below.

j) Please describe your methodology for allocating fuel when a vehicle is used for multiple customers' deliveries within one trip, if applicable. Please reference the source of this methodology if appropriate (e.g. GLEC framework). If it is easier to provide the description or a worked example in a separate document, please just enter the document name below.

4.) RFAS Fleet Fees

Please contact rfas@zemo.org.uk for more information on the relevant fees. (The fees depend on the number of different renewable fuels being used, the company structure and the complexity of the company allocation.)

Once the completed application form is received an invoice will be raised for the Application Fee. Once approved, Zemo will issue the Annual Participation Fee invoice.

Signature:

Print Name:

Date:

Please contact rfas@zemo.org.uk if you have any questions regarding completing the application form.

5.) RFAS Fleet Participation Agreement

Fleet operators approved under the scheme will be sent the RFAS Fleet Participation Agreement and will need to return a signed copy to Zemo. If you do not agree with any of our requirements please contact rfas@zemo.org.uk.

Terms of Reference:

Company X agrees to the following Terms of Reference:

- 1) Acknowledges and agrees with the general obligations and responsibilities for participation in the Renewable Fuel Verification Scheme for Fleet Operators, as stipulated in the RFAS Fleet Technical Guidance Document including appendices. This includes annual payment of the RFAS Fleet participation fee.
- 2) Agrees to conform to all applicable requirements and contractual obligations, corrective actions and related data requests within the RFAS Fleet scope.
- 3) Acknowledges and agrees to provide records as requested by Zemo Partnership and the appointed auditor to demonstrate compliance with the scheme.
- 4) Commits to and agrees that the quantities of renewable fuel covered by RFAS Fleet have not been counted towards any form of carbon accounting scheme.
- 5) Acknowledges and agrees that the Zemo Partnership, RFAS and RFAS Fleet names and logos will not be used:
 - in a way that could cause confusion, misinterpretation, or loss of credibility.
 - in a way that implies Zemo Partnership endorses, participates in, or is responsible for activities performed by the Company, outside the scope of RFAS Fleet.
- 6) Acknowledges and agrees that suspension of RFAS Fleet participation may occur if:
 - Renewable fuels covered and systems are not in compliance with the Performance Standard.
 - Evidence of misuse and/or fraudulent behaviour regarding RFAS Fleet requirements is detected.
 - It fails to provide the documents required for ongoing monitoring.